

Isle of Man Rescue and Fire Fighting Service



Recruitment Guidance & Information for Applicants

Introduction

You should read this guidance booklet thoroughly **before** completing the application form.

It will give you key information about the IoM Airport Rescue & Firefighting Service (RFFS) and the role of the Firefighter.

It also details the physical requirements, training and some of the tasks and duties you will be expected to undertake which will help you to make an informed decision as to whether a career in the service would be suitable for you.

The role of the RFFS at Isle of Man Airport.

Most people know, or think they know, what the Isle of Man Airport Fire Service is about, but most of those same people are surprised at the complexity of the role and the level of service that is offered.

The Airport Fire Service's main aim is to contribute to the safety of the airport community by promoting awareness of fire safety and responding to a variety of emergency calls. This involves many activities, including:

- Educating and working with the airport community to improve awareness of safety issues and regulations;
- Contributing to planning with the various airfield departments and agencies;
- Assessing safety risks associated with aviation and related hazards and developing plans to reduce risk;
- Developing and testing emergency plans;
- Responding to and effecting rescue at incidents on and off the airfield including firefighting, medical emergencies, road traffic collisions, sea rescues and decontamination;
- Ensuring effective wildlife management on the airfield including bird scaring & wildlife culling if necessary;
- Training other airfield users in a variety of disciplines including airfield driving, first aid, marshalling and the use of fire extinguishers.

The role of the Airport Fire-fighter

The airport firefighter's role is to protect and save people and property from fire and other hazards in the safest and most effective manner. Fighting fires can in fact be just a small part of everyday work. Below is a list of some of the tasks and duties you could find yourself involved in as part of your working day.

In emergencies

- Perform Rescue & Firefighting duties as required;
- Be an effective crew member on the RFFS Inshore Rescue Boat (IRB);
- Take directions and work as a member of a team;
- Help passengers in distress, possibly dealing with injuries, administering first aid or trying to sustain life until professional medical assistance arrives.

As part of the Airport Community

- Explain and demonstrate fire safety measures;
- Conduct regular fire inspections to various departments and businesses on the airfield and give constructive fire prevention advice;
- Conduct a wide range of duties which can include aircraft marshalling, bird scaring & wildlife management;
- Display a level of professionalism expected of a safety orientated service;
- Plan and deliver various training courses to airport personnel.

When dealing with people

- Gain the confidence of the travelling public;
- Be a good team member;
- Be sensitive to the needs of others;
- Be able to communicate clearly and confidently with other emergency services;
- Behave in such a manner, whilst on and off duty, so as not to bring the RFFS into disrepute.

In Health & Safety

- Recognise and deal with health and safety issues in the workplace;
- Take responsibility for your own safety and that of others by promoting the Safe Person Concept;
- Participate in the production of risk assessments and other health and safety documentation pertaining to the RFFS and your role within.

Personal fitness

- Maintain a required standard of fitness to enable you to carry out all your duties.

Local knowledge

- Have an understanding of the area on and around the airfield. Be familiar with the roads, buildings, field and beach access, water supplies and hydrant layouts;
- Identify and be aware of hazards in the area; runway approaches over the sea, rivers, quarries, areas of soft ground height and weight restrictions on the road;
- Identify potential fire risks in local premises e.g. industrial estates close to airport areas.

Maintenance

- Undertake routine test and inspection of complex fire service vehicles and equipment;
- Reporting and recording of faults;
- Where possible undertake servicing and small repairs to vehicles and equipment;
- Undertake routine station housekeeping.

Development of an Airport Firefighter

Induction training could take place on station prior to your initial training course at the International Fire Training Centre (IFTC) at Durham Tees Valley Airport. This will be dependent on your circumstances, previous employer's notice and availability of courses, etc.

Training at IFTC is a 5 week residential course (Mon-Fri). (Note: the IOMRFFS will cover the cost of one return weekend flight during this course).

Following your basic training and as part of your development you will:

- Take part in an ongoing maintenance and assessment of skills programme for personal development including lectures, practical exercises and training courses;
- Be prepared to take on specialist roles and instructorships on station which could require you to attain additional qualifications e.g. breathing apparatus, IRB, first aid, blue light driver training, physical training, wildlife management and shotgun user.

Career pathway in the IOMARFFS

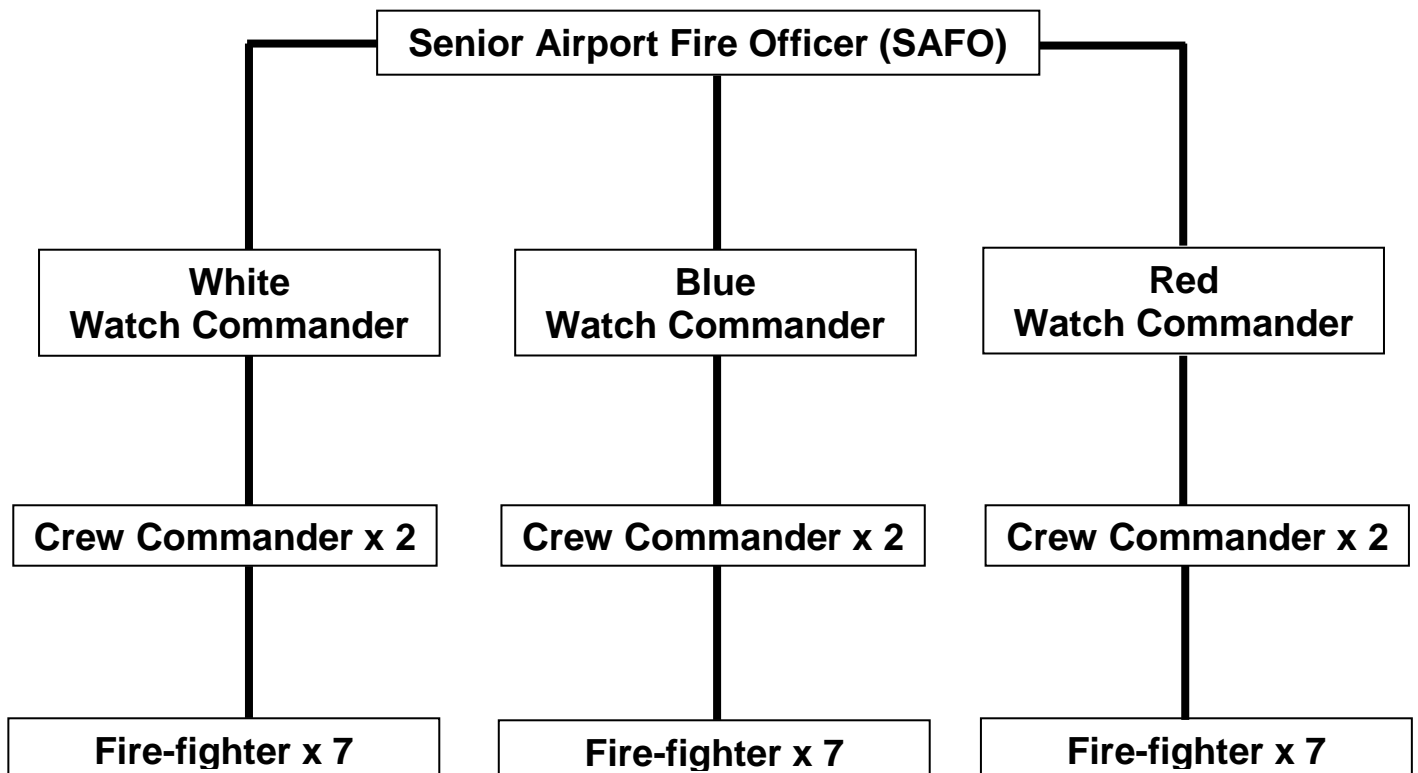
Development Programme

Ongoing career development is competency based through an Approved Training Centre.

On completion of your initial training a further programme of skills acquisition continues alongside on-the-job experience. Trainees have to demonstrate competence against national occupational standards for each of the job roles mentioned before they can be developed for the next role.

The Service provides excellent career opportunities to progress to management and specialist roles (e.g. training, policy development, risk management) for those who wish to take advantage of the rewards of career development. The RFFS provides support and encouragement for those who wish to develop.

IOM Airport Fire Service Rank Structure



Terms and Conditions of Service

Salary

Based on Public Services Commission Memorandum of Agreement 2015 - Terms and Conditions of Service for PSC Manual and Craft Workers

Hours of Work

Firefighters work an average **37** hours per week. Airport operational hours are covered by 3 Watches. Each Watch has a maximum of 10 fire-fighters on shift with a minimum of 8 to maintain **fire category 6** at IoM Airport.

The 3 watches at the RFFS currently maintain a 6 day shift system covering airport operational hours. This includes 2 early shifts, 2 late shifts and 2 days off.

As an emergency service, the RFFS has to be available 365 days a year. Shift rotas cover public holidays, including Christmas and New Year. Staff may find that they are working these unsocial hours when friends and other family members are on holiday.

It is also possible that personnel can be recalled to duty out of normal Airport operating hours.

Leave entitlement

Individuals leave entitlement is incremental dependent on years of service based on Public Services Commission Memorandum of Agreement 2015 - Terms and Conditions of Service for PSC Manual and Craft Workers

Sick Leave

Public Services Commission Memorandum of Agreement 2015 - Terms and Conditions of Service for PSC Manual and Craft Workers

Retirement Age

Current retirement age for firefighters is 55 years.

Smoking Policy

You will be expected to comply with the no smoking policy which applies in all buildings and vehicles.

Bonding Agreement

Firefighters are bonded for a period of 2 years i.e. if a firefighter leaves the RFFS within 2 years of commencing employment, then they may be required to pay back their initial fire fighter course fees.

Failure to achieve qualification in any mandatory training could result in the cessation of your employment and may lead to the Department seeking repayment of any training costs.

Notice Period

You will be required to give up to 4 weeks notice of your intention to resign.

Pension Rights

The IoM Government Unified Pension Scheme (GUS) applies to the post. GUS is a contributory scheme and RFFS employees currently contribute 12% of their salaries. Currently full pension will be achieved after 30 years service.

Disciplinary Procedures

All personnel employed are subject to the Public Services Commission Discipline and Capability Procedures.

Dress Code/Uniforms

The RFFS will provide all the appropriate clothing and personal protective equipment for trainees to undertake the roles and duties of a firefighter. Replacement clothing and personal protective equipment is provided as and when required.

For health and safety reasons, hair should be cut to be neat and tidy, clear of both ears and collar. Hair below collar length must be pinned up to ensure that a fire helmet can be worn during training, drills and at operational incidents. The firefighter's helmet is close fitting to the head to provide adequate protection and as such is incompatible with the Holy Turban.

Beards and long sideburns are permitted. However due to the need to use and wear breathing apparatus they must be presented in such a way as not to affect the seal of the breathing apparatus mask against clean shaven skin. This is regulated by the Health & Safety Executive (HSE) Document on respiratory protective equipment at work (HSG53).

LGV Licence

The RFFS will fund three attempts at gaining this licence (further attempts will require personal funding). If after six months you have been unsuccessful in obtaining a licence your employment with the RFFS may be reviewed.

Work Permits

See online job application 'General notes for applicants'

Criminal Convictions - Rehabilitation of Offenders

See online job application 'General notes for applicants'

Change of Address

You must inform the Human Resources Department if you change address after you have submitted your online application form

Important notes for candidates

Applications received after the closing date will not be considered. It is the applicant's sole responsibility to ensure that this condition is met.

Applicants must bring to the written assessment.

- 2 passport sized photographs (name and address printed on back)
- Their Driving Licence + a photocopy of said driving licence
- A photocopy of a utility bill or bank statement which evidences their name and address

Dates for the assessment process are listed in the online job application. These dates are immutable and no alternatives will be available.

Stages of selection process

1. Online Application Form

Candidates will be required to complete the Isle of Man Government online application form

2. Written Test

Candidates will be required to sit a written test which requires a reasonable level of English, math's and spatial awareness.

3. Fitness Test

See 'Pre-employment Fitness Assessment Guidance' on online job application.

4. Practical Workplace Assessment

See 'Pre-employment Fitness Assessment Guidance' on online job application.

5. Formal Interview

Interviews will be held with senior officers of the RFFS.

6. Formal Offer Letter

Subject to pre-employment Police, medical check and suitable references.

Is Firefighting an occupation for you?

Although we aim to ensure that successful applicants have the right qualities and attitude to succeed, some people may encounter difficulties with the reality of dealing with a serious aviation incident or with the discipline and training required to be a valued member of the RFFS.

It has to be acknowledged that firefighters will, from time to time have to deal with situations which could be regarded as traumatic. Examples of such situations could be:

- Dealing with severely distressed people whose loved ones may be unaccounted for.
- Treating badly injured or trapped persons
- Cutting free badly injured persons from aircraft involved in accidents;
- Recovery of bodies and body parts;
- Discovering a badly burned body during an aircraft fire;
- Being a member of a team inside a burning building or aircraft
- Responding to incidents in water where the conditions might be rough, cold and unfavourable and may occur in darkness or poor visibility.
- Performing CPR, using a defibrillator (AED) or delivering trauma care.
- Culling of wildlife;
- Removal of wildlife carcasses for identification purposes.

The health and safety of every firefighter is considered paramount at every incident they attend. It is however impossible to eliminate all risk and it is important that as a potential new trainee you are aware of the sort of situations you may find yourself in if your application is successful. If you feel uncomfortable at the thought of facing some of the situations above perhaps firefighting is not the career for you.

The following list of questions has been put together to help you decide whether being a firefighter is really for you. Simply tick YES or NO to each of the following questions:-

| Question | Yes | No |
|--|-----|----|
| Are you genuinely interested in people? | | |
| Can you get on with people from different backgrounds and cultures? | | |
| Have you worked as part of a close knit team? | | |
| Can you work under pressure? | | |
| Can you think on your feet and solve problems when you know a lot depends on the suggestions you come up with? | | |
| Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive? | | |
| Are you committed to always maintaining and developing your skills? | | |
| Are you prepared to study on top of your normal working day? | | |
| Are you prepared for the demands of working in a disciplined service in which you will have to take orders from other people? | | |
| Can you accept the need to keep to rules that tell you what you can and cannot wear, including how you should wear your hair? | | |
| Are you committed to maintaining your physical fitness? | | |
| Are you confident that you can work in dangerous environments i.e. working at heights, in confined spaces and smoky environments? | | |
| Are you confident you could respond to incidents in water where the conditions might be rough, cold and unfavourable and may occur in darkness or poor visibility? | | |
| Are you confident in your ability to deal with seriously injured people? | | |

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| Are you prepared to work day shifts, evenings, weekends and public holidays? | | |
| Are you a practical person who likes to work with their hands and with equipment? | | |
| Are you someone who can always be relied on to be somewhere on time? Are you someone that others see as dependable? | | |
| Are you prepared to work outside for several hours in all types of weather e.g. when it is wet and cold and you don't know when a job might finish? | | |
| Are you someone who can cope with routine, knowing that you may have to do the same things at the same time on most days? | | |

If you gave a YES to ALL of the above, can you give good examples to back your answers up? If you can, then complete the on-line application form.

THIS FORM IS FOR YOUR USE ONLY. PLEASE DO NOT SEND IT BACK TO US.

GOOD LUCK WITH YOUR APPLICATION!